



Governor's Office of Storm Recovery

ANDREW M. CUOMO
Governor

LISA BOVA-HIATT
Executive Director

Governor's Office of Storm Recovery (GOSR)

Job Title: Receptionist
Department: Operations
Location: New York City

Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

Visit us at www.stormrecovery.ny.gov

Position Summary

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, requisition of supplies as well as additional clerical duties.

Responsibilities include but are not limited to:

- Answering telephones and directing callers to appropriate individuals or teams.
- Greeting and directs visitors to the organization.
- Taking and retrieving messages for various personnel.
- Providing callers with information, as appropriate.
- Receiving, sorting and forwarding incoming mail. Maintaining and routing publications.
- Coordinating the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assisting in the ordering, receiving, stocking and distribution of office supplies.
- May also assist with other related clerical duties such as expense reporting, scheduling meetings and travel, photocopying, faxing, filing and collating.
- Provide Clerical Support to the Operations Department

Qualifications

- Minimum high school diploma or equivalent (GED).
- At least 2 years of relevant experience and/or training, or equivalent combination of education and experience.
- Possession of strong organizational skills.
- Strong Microsoft Office Skills
- Excellent verbal and written communication skills. Possess exceptional interpersonal communication skills.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.

If interested:

All candidates must submit a resume to gosrhrinfo@stormrecovery.ny.gov. Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.